

## CITY OF WESLACO

### JOB OPPORTUNITIES

**Applications are being accepted for the following positions:**

**For application instructions Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Click on the Human Resource link - Job Opportunities to download a copy of the application.

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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>Water Distribution Operator</b> (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> <b>Operators</b>	<b>Public Utilities Job No. 1308</b>	<b>Salary Range:</b> <b>D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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**JOB SUMMARY:**

Employee is responsible for the operation, maintenance, construction and repair of the City's water distribution wastewater collection system with the use of equipment such as a backhoe, front end loader, dump truck and similar equipment. Employee is required to perform all similar or related duties.

**REPORTING RELATIONSHIP:**

Reports to Supervisor

**Qualifications:** Position requires a Class B Commercial Driver's License and a High School Diploma or equivalent and any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

**For More Information Contact:**

City of Weslaco  
Human Resources Department  
255 S. Kansas Avenue  
Weslaco, TX 78596

**Or Call:**

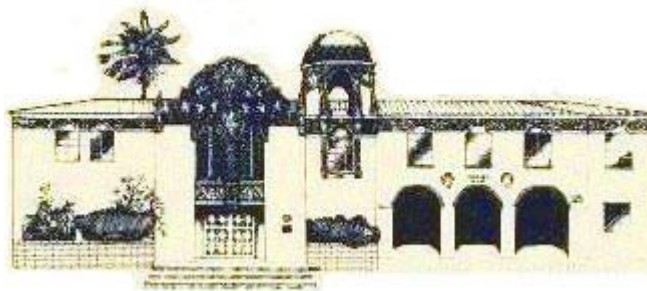
(956) 968-3181

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**HR POSTED-4/19/13**



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## JOB ANNOUNCEMENT

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<b>Position Title:</b> Asst. Public Utilities Director (EXEMPT)	<b>EEOC Occupation Classification:</b> Officials and Managers	<b>Public Utilities Job No. 1310</b>	<b>Salary Range:</b> *D.O.E.	<b>Deadline:</b> Open Until Filled
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#### **JOB SUMMARY:**

Assists director in administration of the various divisions of the department. Serves as Interim Director when needed. Implements department's procedures and objectives. Interprets state and federal regulations and implements as needed within the department. Completes and/or reviews reports to regulatory agencies and responds to regulatory requests. Reviews design plans and specifications as needed. Consults with staff on personnel matters, City policies and regulatory standards. Assists in the long range planning of the department. Acts as project manager for CIP contractions projects. Represents department and City in presentations as requested by schools, individuals and civic organizations. Performs related duties as required.

#### **REPORTING RELATIONSHIP:**

Reports to Pubic Utilities Director

**Qualifications:** Bachelor degree in Engineering or other related field is preferred. A Class "B" Surface Water License issued by the State of Texas and a Class "B" Wastewater Treatment Operator License issued by the State of Texas is preferred. Five (5) years experience in municipal utilities preferred. Knowledge of public finance, budget theory, practice and policy, capital projects and the impact of utilities on community development is desirable. Must have a valid Texas Driver's License.

#### **COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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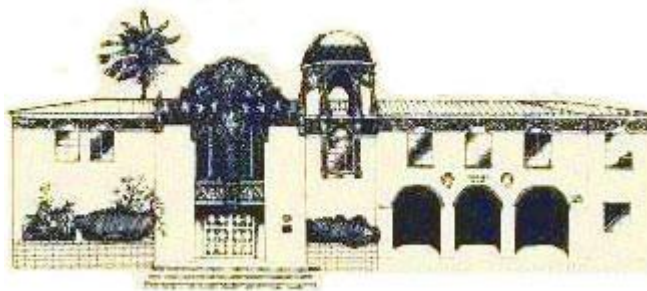
**\*Depending on Experience**

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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>Accountant II/Grants Compliance Coord.</b> (EXEMPT)	<b>EEOC Occupation Classification:</b> <b>Professionals</b>	<b>Finance Department</b> <b>Job No. 1314</b>	<b>Salary Range:</b> <b>*D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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#### **JOB SUMMARY:**

Responsible for the revenues/accounts receivable and assists in the preparation/maintenance of financial statements. Provides compliance services for all grants and support for grant applications. Also, assists other departments by maintaining the accounts that run their operations. Employee is required to perform all similar or related duties as assigned.

#### **REPORTING RELATIONSHIP:**

Reports to Finance Director

**Qualifications:** Graduate of a four (4) year college with a Bachelor's degree in Accounting (or related field) with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

#### **COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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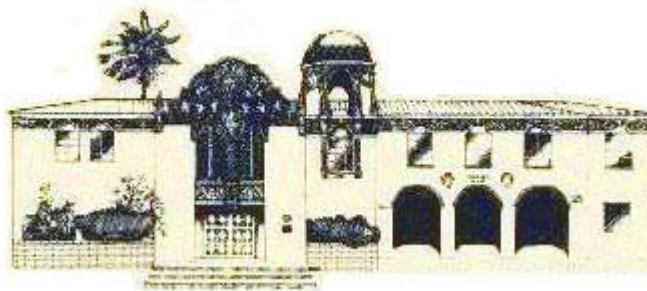
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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>Meter Reader I</b> (NON-EXEMPT)	<b>EEOC Occupation</b> <b>Classification:</b> <b>Administrative Support</b>	<b>Public Utilities</b> <b>Department</b> <b>Job No. 1315</b>	<b>Salary Range:</b> <b>\$10.00</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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#### **JOB SUMMARY:**

Responsible for reading and recording residential and commercial water meters. Responsible for connecting and disconnecting water service. Assists in repairing water breaks, meter leaks, and meter boxes. Maintains accurate daily records on meter readings. Customer service inspection.

#### **REPORTING RELATIONSHIP:**

Reports to Superintendent

**Qualifications:** Ability to deal with the public on a daily basis in a professional and tactful manner. A High School Diploma or GED Certificate and a valid Texas Driver's License are required. A Class "D" Water Distribution Operator License issue by the Texas Commission on Environmental Quality and required training is preferred or the ability to obtain within 12 months of employment. One to five (1-5) years experience in Meter Reader preferred. **Work Conditions:** Work is performed outdoors continuously in all types of weather. The work schedule consists of a normal 8 hour shift with some overtime required on a limited basis. **Physical Demands:** The work involves extended periods of walking, standing, bending, stooping, kneeling and heavy lifting.

#### **COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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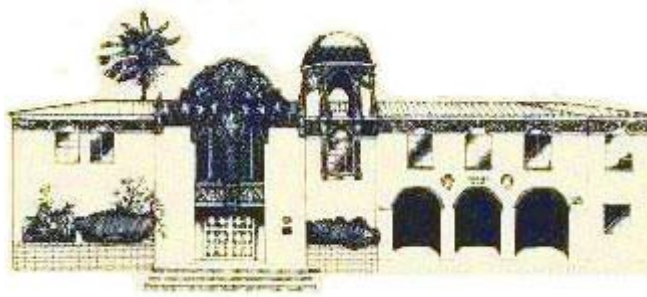
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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>Laborer</b> (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> <b>Laborers &amp; Helpers</b>	<b>Public Facilities</b> <b>Job No. 1316</b>	<b>Salary Range:</b> <b>\$8.30</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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#### **JOB SUMMARY:**

Operates department equipment and vehicles such as a lawnmower and hand tools in the completion of a wide range of manual labor projects such as brush cutting, patching pot holes, installation and maintenance of signs, grass mowing, trim trees, construction and installation of fences, digging holes etc. Uses a variety of hand tools to dig ditches and trenches, cut grass, clean sidewalks and removes excess debris from sidewalks and perform public works related tasks around trees, wires, cars, and personal property and fellow workers. Performs other job related tasks as required and/or assigned. Continuously works outdoors in all types of weather.

#### **REPORTING RELATIONSHIP:**

Reports to Supervisor

**Special Requirements:** Motor Vehicle operator's license.

**Qualifications:** Position requires a High School Diploma or equivalent and three (3) years of prior work experience on the operation of heavy equipment; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

#### **COMPENSATION AND BENEFITS**

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